

## WorkSource Information Notice (WIN)

Workforce & Career Development Division

☒ Policy-related | ☐ Fiscal | ☒ Performance | ☐ Q&A | ☐ Other

Number: WIN - 0045

Date: July 30, 2013

Expiration Date: N/A

**TO:** Workforce Development System Partners

**FROM:** Amy L. Smith, Director of Policy, Program Administration & Technical Assistance

**SUBJECT:** Educational Functioning Levels and the Literacy and Numeracy Measure

### **Purpose:**

This WorkSource Information Notice (WIN) supersedes Workforce Investment Act (WIA) Policy 3685 Revision 1, providing guidance on Educational Functioning Levels (EFLs) and determination of basic skills levels. Specifically, this WIN clarifies that the Comprehensive Adult Student Assessment System (CASAS) Pre-Test determines EFL for a Basic Skills Deficiency (BSD) determination, not the CASAS Appraisal Test.

### **Action Required:**

WDCs and their contractors, as well as Employment Security Regional Directors, should distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with the content and requirements.

### **Content:**

#### 1. Background on EFLs and Basic Skills Levels:

Originally, there were six EFL Levels for Adult Basic Education (ABE) and six for English as a Second Language (ESL). There are now eight total EFL levels for both ABE and ESL (TEGL 17-05 Change 2).

TEGL 17-05 makes a determination on BSD using EFL levels rather than grade levels. ABE and ESL students scoring at or below EFL level six are BSD – those in EFL levels seven or eight are not BSD.

#### 2. Determining EFLs and Basic Skills Levels:

The results of the CASAS Appraisal Test determine the appropriate CASAS Pre-Test. The Pre-Test, not the Appraisal Test, determines the EFL level of an out-of-school youth, which then determines basic skills level. If the youth is BSD, then the youth is included in the literacy and numeracy measure. The Pre-Test score sets the EFL/BSD baseline for the measure, from which literacy and/or numeracy gains are tracked.

#### 3. Testing Requirements and Intervals:

In-school youth are excluded from the literacy and numeracy measure. In-school youth are only required to

take a CASAS Appraisal and Pre-Test, in lieu of school records or case notes, for eligibility determinations using the basic literacy skills deficient category.

All out-of-school youth must be assessed for basic skills using CASAS Appraisals and Pre-Tests. An existing Pre-Test can be used if it was taken no longer than six months prior to the first Youth program service. If an existing Pre-Test is not available, the Pre-Test must be taken within 60 days of the first Youth program service to establish the baseline for the literacy and numeracy measure.

**IMPORTANT NOTE:** The CASAS Appraisal CANNOT be used in lieu of the Pre-test.

Minimally, within one calendar year from the first Youth program service, all out-of-school BSD youth must take a CASAS Post-Test. Youth that achieve a gain of one EFL within the year “pass” the measure, and youth that do not achieve a gain of one EFL “fail” the measure. Youth with test results indicating they are not BSD (i.e., EFL 7 or 8) are not included in the literacy and numeracy measure and are not required to take follow-up CASAS tests.

Service providers are advised to administer appropriate levels of CASAS Pre and Post Tests throughout the year to accurately represent student gains and to leave time prior to the calendar year deadline for additional assistance if it appears the youth may fail to achieve an EFL gain. Service providers should consult with CASAS with any questions regarding how to determine appropriate test levels and/or reasonable time frames between Pre and Post Testing.

NOTE: No additional testing (e.g., Post-Testing) is required once an individual tests as not BSD.

#### 4. Accommodating Youth with Disabilities:

For comprehensive guidance on CASAS testing accommodations refer to Policy 1011 Rev. 1, CASAS for Basic Skills Assessment. CASAS and the Workforce and Career Development Division are available to advise workforce professionals with any issues that arise in connection with CASAS testing, including questions regarding how to accommodate youth with disabilities.

#### **References:**

- WIA Sec. 136.
- TEGL 17-05, 17-05 Change 1 and 17-05 Change 2.
- WorkSource System Policy 1011 Rev. 1, CASAS for Basic Skills Assessment.

#### **Supersedes:**

WIA Policy 3685 Rev. 1, Literacy and Numeracy

#### **Website:**

[http://www.wa.gov/esd/1stop/policies/state\\_guidance.htm](http://www.wa.gov/esd/1stop/policies/state_guidance.htm)

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